

Frequently Asked Questions:

What's New Online Ordering Influenza Data Loggers



Healthy People. Healthy Communities.

Department of Public Health & Human Services

Immunization Program

VFC Hot Topics Webinar September 2013

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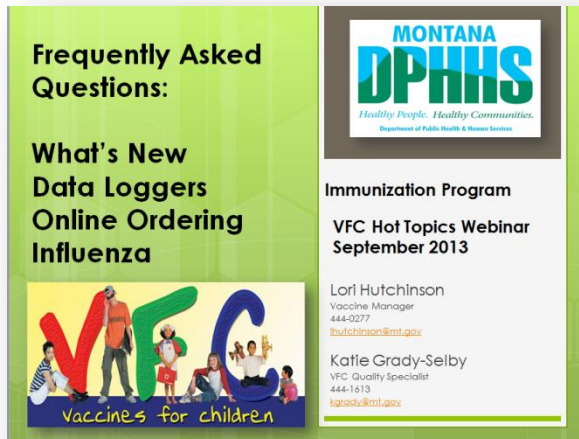
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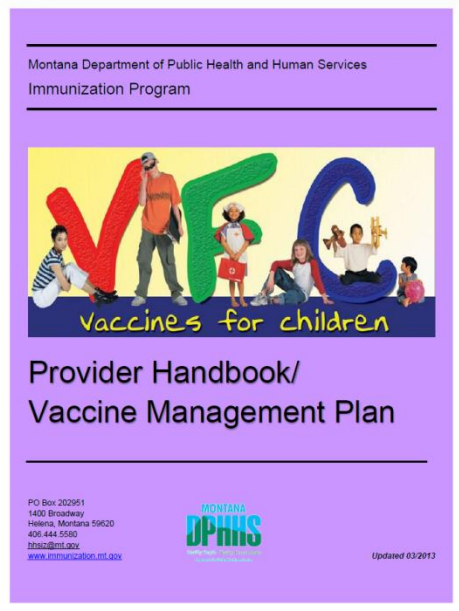
Why do we keep changing things in the VFC Program?

1. Last year Office of the Inspector General report
2. Six Month Policy and Procedure Review by the CDC
3. CDC received a legal opinion on their budget/ordering process – Not following letter of 1994 VFC enacting law.
 - Most changes only affect Immunization Program.
 - A few affect VFC providers.



VFC Changes Communication Plan:

- Hot Topics #6 (X2)
- Update VFC Provider Handbook
- Distribute updated sections in all-provider memo by September 27th.
- Post updated Handbook/sections to our website.
- Changes take affect October 1, 2013



Most are minor changes with no significant impact to providers.

Montana Department of Public Health and Human Services
Immunization Program



Provider Handbook/ Vaccine Management Plan

PO Box 202951
1430 Broadway
Helena, Montana 59620
406.444.5580
hhs@mt.gov
www.immunization.mt.gov



Updated 03/2013

The VFC Handbook/ Vaccine Management Plan :

- **THE** Source for VFC Information!
- Big update in March - Lavender
- Section 15 Updated 07/22/13 – online ordering
- Appendix with list of 2013 updates by Section, by page number, by date
- October 2013 – highlighted in green
- 7 sections, including the appendix

APPENDIX--2013 SUMMARY OF HANDBOOK CHANGES

2013 VFC Provider Handbook Summary of Changes (March 2013 changes highlighted in yellow in body of Handbook) (October 2013 changes highlighted in green)	Date of Change	Page
Section 1-Introduction		
• Added definitions of integrated and aggregate provider in imMTrax	March 2013	7-8
Section 2-Provider Enrollment		
• Added education requirement for re-enrolling and newly enrolling providers	March 2013	10-11
• Added requirement - providers must notify Immunization Program if info changes	March 2013	10
• Added storage unit approval requirement for newly enrolling providers	March 2013	11
• Added that VFC providers must serve children 0-18 years of age	October 2013	9
• Added that enrollment visits must be in person	October 2013	10
Section 3-Billing		
• Revised to include new vaccine administration fee cap and guidance from the CDC	March 2013	13
• Added that VFC administration fee is per vaccine, not per antigen	October 2013	13
Section 4-Eligibility		
• Updated to require documenting eligibility screening at every visit	March 2013	15
• Added websites that give locations of FQHCs and RHCs	March 2013	16
• Updated to distinguish documentation requirements from methods used to determine provider profiles	March 2013	16-17
• Updated table footnotes to include new billing guidance	March 2013	18-20
Section 6-ACIP		
• Reworded to clarify that VFC providers agree to comply with ACIP schedules, dosages, and contraindications	March 2013	21
Section 6-NCVIA		
• Updated to include electronic management of VISs	March 2013	23
Section 7-VFC Compliance Site Visits		
• Removed reference to AFIX activities throughout	March 2013	25-27
• Added Unannounced Storage and Handling Visit requirement	March 2013	28
Section 8-VFC Requirement Checklist		
• Once (upon enrollment or as needed) -	March 2013	29
• Added submission of one week of data logger data for storage unit approval		
• Added enrollment education requirement for Vaccine Manager and Alternate	March 2013	29
• Every Vaccination Visit - Revised eligibility screening to include documenting at every visit		
• Twice Daily - Revised to require the use of State-supplied paper temperature logs	March 2013	29
• Yearly - Added annual education requirement for Vaccine Manager and Alternate	March 2013	29
• As Needed - Added requirement to have storage units approved by submitting one week of data	March 2013	29
Section 9-Non-Compliance, Fraud, and Abuse		

- Place vaccine in an approved storage unit holding proper temperatures as soon as possible.
- Follow the instructions on the packing slip when unpacking vaccine shipments. Confirm that:
 - The package is not damaged or leaking
 - The shipping time was less than 48 hours (72 hours for varicella-containing vaccines). If the interval between shipment from the supplier and arrival of the product at the facility was more than these time frames, the vaccines could have been compromised during shipment. See "Problems with Orders and Shipments" below.
 - The temperature monitors (if present) are within acceptable temperature range
 - The vaccine quantities, diluents, lot numbers, and expiration dates match the packing list
 - Expiration dates are compared to current stock to ensure short-dated vaccines are used first.

Receiving Orders in imMTrax

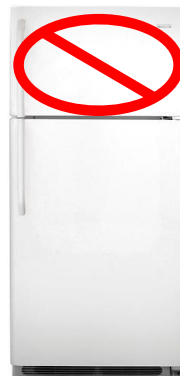
You must "receive" VFC vaccine orders in imMTrax for them to appear in your inventory.

- To electronically receive VFC vaccine orders, under the "Inventory" heading, click **Manage Orders**. The "Orders/Transfers" screen will appear.

Change #1: Removing Brand Choice for Single-antigen Hepatitis A and B

- **Hep B** – Removing Recombivax HB® (Merck). Only offering EngerixB® (GSK)
- **Hep A** – Removing VAQTA® (Merck). Only offering Havrix® (GSK)
- Why? - Very time-consuming to maintain in budget for <2% of market share.
- We notified all providers who had ordered the Merck vaccines.
- We will keep other brand choice options on order set.

Change #2: New or Replacement Storage Units Cannot be Combo Ref/Freezers



Change #3: VFC Transfers

Required by CDC: the Immunization Program must approve all VFC transfers from one facility to another.

Transfer Approval Form on our website www.immunization.mt.gov



Immunization Program

VFC Vaccine Transfer Approval Form

1. VFC vaccine transfers between providers must be approved by the Immunization Program. Please use this form to request approval for transferring VFC vaccine.
2. Contact the receiving provider before transferring vaccine to make sure they can use it before it expires and that they are available to receive the vaccine.
3. Fill out the required information and submit this form to hhsiz@mt.gov or fax to 442-4848. You will receive a response within 24 hours.
4. Once approval is received, transfer the vaccine electronically in imMTrax.
5. Then pack and transport vaccine according to Section 12 of the VFC Provider Handbook.

Transferring Provider	
VFC PIN	
Contact Name and Phone Number	
Date Receiving Site Contacted	

Receiving Provider	
VFC PIN	
Contact Name and Phone Number	

Vaccine Trade Name	Lot Number	Number of Doses	Expiration Date	Reason for Transfer

For Office Use Only			
Staff Initials Approving Transfer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Contacted	Logged on internal transfer spreadsheet

Steps to make a VFC Transfer:

1. VFC vaccine transfers between providers must be approved by the Immunization Program. Please use this form to request approval for transferring VFC vaccine.
2. Contact the receiving provider before transferring vaccine to make sure they can use it before it expires and that they are available to receive the vaccine.
1. Fill out the required information and submit this form to hhsiz@mt.gov or fax to 442-4848. You will receive a response within 24 hours.
2. Once approval is received, transfer the vaccine electronically in imMTrax. (We will respond within 24 hours)
3. Then pack and transport vaccine according to Section 12 of the VFC Provider Handbook.

Change #4: Packing Slips

Starting October 1st, there will be a new column on all packing slips that says “Funding Source.”

This is just a heads up, and does not affect providers at this time.

McKesson Specialty Care Dist.
3400 Frisier St.
Aurora, CO 80011

Packing Slip

This is not an invoice

Page 1 of 1

Ship-to:

GFC- PEDIATRICS
1400 29TH ST S
GREAT FALLS, MT 59405
4067713256

Grantee:

MONTANA DEPT OF HLTH
IMMUNIZATION PROGRAM
COGSWELL BUILDING - C211
HELENA, MT 59601
406-444-5580

Provider PIN: MTA 2075
Delivery No.: 203816944
Quality Check Date: 09/17/2013
Customer Contact: JULIE HAVILAND

Internal use only



NDC	Material No.	Customer P.O.	Material Description Manufacturer	MFR Lot#	Exp. Date	Order Qty	Ship Qty	Unit Price	Extended Price
66019-0300-10	5003817	1774	FLU; SPRAYER; 10-pack MedImmune Vaccines Inc	BH2187	12/16/2013	100	100	\$17.30	\$1,730.00
49281-0113-25	5003841	1643	FLU; SYR; 10-pack SANOFI PASTEUR INC	U4684EA	06/30/2014	100	100	\$12.23	\$1,223.00
Total						200	200		\$2,953.00

Frequently Asked Questions:

Q. How often do I have to update my cold storage reports and reconcile my vaccine in imMTrax?

A. MONTHLY!

Q. Do I still have to reconcile my vaccine even if I don't order?

A. YES! Even if you do not order (which you shouldn't), you still need to reconcile your imMTrax inventory monthly to keep it up-to-date.

To: All VFC Providers
From: Montana Immunization Program
Re: **IMPORTANT REMINDER**-Reconciliation of Inventory and imMTrax

VFC Providers are required to enter cold chain data and reconcile vaccine inventory each month regardless of whether they order vaccine.

Our records show that your facility has not performed these tasks since **before August 4, 2013**.

Please enter cold chain data and reconcile your inventory as soon as possible, or your facility will be temporarily inactivated from the program.

Please contact me at 444-1613 if you have any questions or e-mail kgrady@mt.gov.

Thank you and enjoy your week,
Katie Grady-Selby
VFC Quality Specialist
Montana Immunization Program
444-1613

If you don't reconcile monthly, you will receive a friendly reminder from the Immunization Program letting you know that you are past due😊

Reminder:

When your VFC order arrives, please accept the order in imMTrax!

This does not apply to influenza vaccine or adult orders (public health only).

Detailed instructions are in the VFC Provider Handbook, Section 15.

Or got to the Online Ordering Presentation posted on our website here:

<http://www.dphhs.mt.gov/publichealth/immunization/documents/OnlineOrderingvia-imMTrax.pdf>



Q. My order shows it has shipped, but it is not in my inventory yet. Why?

A. You must accept the order for your shipped vaccines to show up in your inventory!

Steps:

Manage Orders

1. Select the inbound order
2. Click Receive/Modify
3. Check the information on vaccines, doses, lot numbers, and expiration dates for accuracy
4. Click Accept Order

Please refer the VFC Provider Handbook Section 15 or to the online ordering Power point presentation for more information:

<http://www.dphhs.mt.gov/publichealth/immunization/documents/OnlineOrderingvia-imMTrax.pdf>

Q. How come my order status says shipped and we haven't received the vaccine yet?

A. It could be that you ordered direct shipped vaccines (Varicella and/or ProQuad). These vaccines show as "shipped" as soon as the order is placed (rather than when they actually ship) because they come directly from Merck rather than from McKesson.

A. It could say shipped because the order will be arriving later in the day.

A. It was shipped from the warehouse, but the courier (UPS/Fedex) is having trouble delivering it on time

Order Status
Submitted, Under Review
Approved for Shipment
Shipped

Q. Do I order by the dose or the package?

A. By the dose!

10, 20, 30
IS CORRECT

Approve Order:

Organization: Missoula City County Health Deptment
Receiving Site: Missoula County Health Department
Pin: 150
Order Status: Submitted, Under Review
Order Submit Date: 09/13/2013

Medicaid ID:
Address: 301 WEST ALDER STREET
Missoula, MT 59802
Initiating User: Kathleen Grady-Selby
Org Phone:

Save
Cancel

Order Details

Vaccine	Trade Name / NDC	Packaging	Manufacturer	Allotment Quantity	Order Quantity	Approved Quantity	Backorder Quantity	Denied Quantity	Adjustment Reason
DTaP	Infanrix / 58160-0810-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	1	1	0	0	
DTaP-IPV	KINRIX / 58160-0812-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	1	1	0	0	

Approve Order:

Organization: Missoula City County Health Deptment
Receiving Site: Missoula County Health Department
Pin: 150
Order Status: Submitted, Under Review
Order Submit Date: 09/13/2013

Medicaid ID:
Address: 301 WEST ALDER STREET
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Order Details

Vaccine	Trade Name / NDC	Packaging	Manufacturer	Allotment Quantity	Order Quantity	Approved Quantity	Backorder Quantity	Denied Quantity	Adjustment Reason
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DTaP-IPV	KINRIX / 58160-0812-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	1	10	0	0	

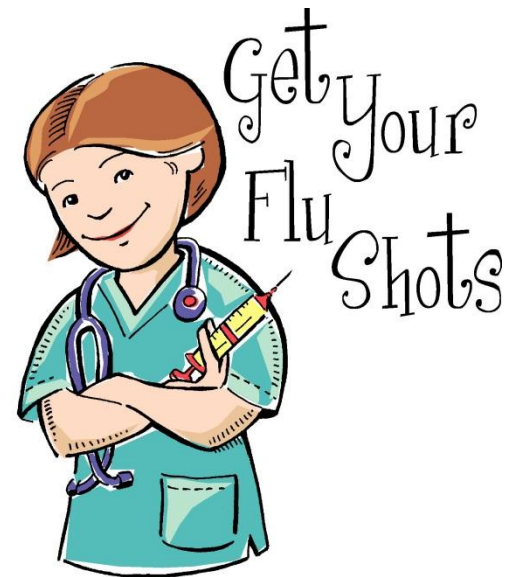
1, 2, 3
is Wrong

Q. How come my Influenza vaccines are not in imMTrax to accept?

A. Influenza vaccine automatically imports to your inventory the morning they will arrive in your office. You do not need to “accept” orders for influenza vaccine.

Q. When will we be getting more influenza?

A. We ship influenza as soon as we receive our allocation each week from CDC.





Q. My current temperature is within range, but my maximum temperature reads 68F (!). And yet there is no red light. How can this be?

A. Either you pushed the button for the device to start recording before the probe wire was attached or the wire became loose after it was activated.

If the wire is not attached to the device it will record a room temperature (around 65-75F). There may not be a red light if the number of high readings does not exceed your alarm delay. 15 minutes for refrigerators, from 30-60 minutes or freezers.

Still in the works:

- Provider Education required by the CDC
- Must be completed before 2014 re-enrollment.
- Two short CDC online training modules.
- We will send instructions soon.

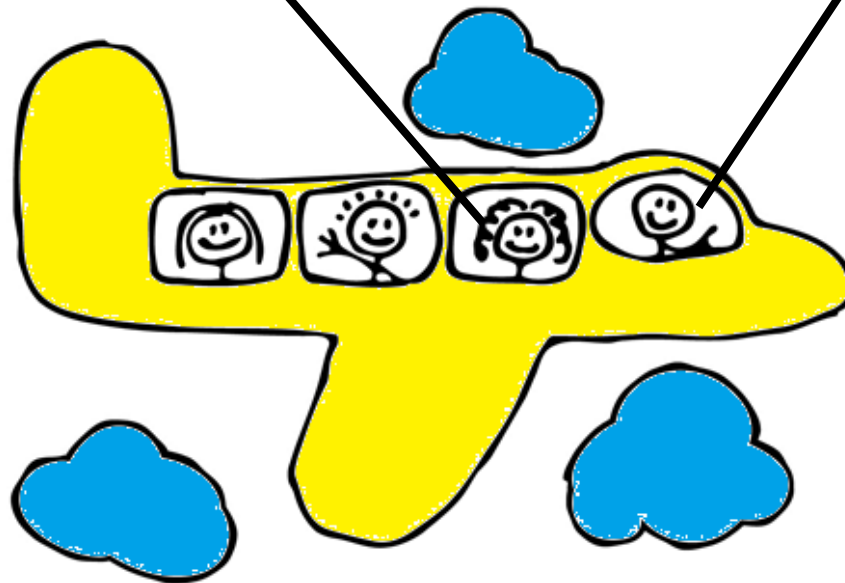
Reminders:

1. Please don't hesitate to call with questions or concerns
2. Please continue to attend the monthly hot topics
 - *If you have a suggestion for a topic that you would like discussed, please let Lori or Katie know and we will try to incorporate it in our schedule
3. Check E-mails for updates from the Immunization Program
4. Thank you for all attending this Hot Topic and the next Hot Topic will be October 29th and 31st!

“Looking Forward and Looking Back
What Our Providers Would Like to See in the Future”

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